

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE SECRETARY  
PUBLIC AFFAIRS OFFICE

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

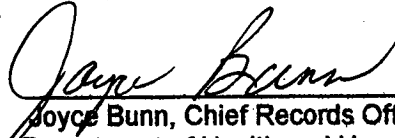
**PUBLIC AFFAIRS OFFICE**


do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

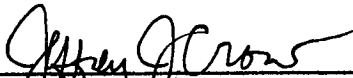
**PUBLIC AFFAIRS OFFICE**

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

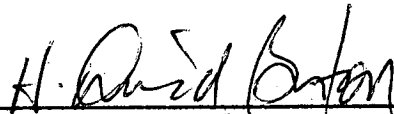
**APPROVAL RECOMMENDED**

  
Joyce Bunn, Chief Records Officer  
Department of Health and Human Services

  
Debbie K. Crane, Director  
Public Affairs Office

  
Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**

  
H. David Bruton, MD, Secretary  
Department of Health and Human Services

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

December 31, 1997

KLS

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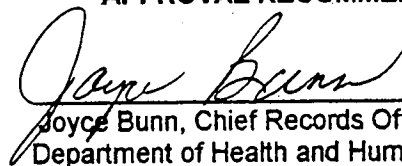
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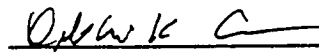
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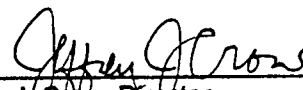
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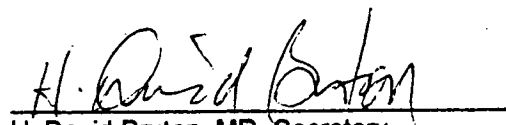
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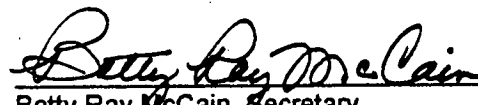
  
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This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

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**ITEM 1614. NEWS RELEASES FILE.**

News releases issued by the Public Affairs Office concerning the programs and services of the Department of Health and Human Services.

DISPOSITION INSTRUCTIONS: Transfer 1 copy after 4 years to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when administrative value ends.

**ITEM 1615. SPEECH FILE.**

Speeches made by the Secretary and Deputy Secretary of the Department of Health and Human Services. File also includes copies of other officials' speeches.

DISPOSITION INSTRUCTIONS: Transfer speeches made by the Secretary and Deputy Secretary to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when administrative value ends.

**ITEM 1616. SECRETARY'S FILE.**

Correspondence written and received by the Secretary of the Department of Health and Human Services concerning services provided by Department of Health and Human Services.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 6220. GOVERNOR'S INFORMATION FILE.**

News releases concerning the Department of Health and Human Services issued by the Governor's Office. File also includes reference copies of memorandums, speeches, letters, and other related records sent to the Public Affairs Office from the Governor's Office.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 6223. PHOTOGRAPHS FILE.**

Photographs and negatives used in publicizing programs and services offered by divisions within the Department of Health and Human Services. File includes photographs and a biographical sketch of the Secretary of the Department of Health and Human Services.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

**ITEM 6224. DIVISION FILE.**

Records concerning programs and services offered by divisions within the Department of Health and Human Services. File includes reference copies of correspondence between the divisions and the Public Affairs Office and statistical data pertaining to various services within the department.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 12005. GOVERNOR'S TASK FORCE ON HAZARDOUS WASTE FILE.**

Audio tapes of public hearings and other meetings concerning hazardous waste. (Tapes have not been transcribed.)

DISPOSITION INSTRUCTIONS: Transfer records currently stored in the State Records Center immediately to the custody of the Archives.